Super NOFA
Application Portal

How to Apply using the Super NOFA Application Portal

- Go to the HCD website at www.hcd.ca.gov.
- Select the Multifamily Finance Super NOFA.
- Click on Apply if you are a first-time user.
- Click on Log in if you already have a username and password.

Registration Screen

- After clicking on Apply from the Multifamily Finance Super NOFA, a Register screen will appear.

- Fill out all the required information and click on the Sign-Up button.

- You will receive a Verification/Confirmation email, if you don't readily see it in your inbox make sure to check your Spam folder, Junk folder, etc.

- Make sure to follow the instructions within the Verification/Confirmation email in order to move forward in the process.

Log In Screen

- After you register, clicking on Log In from the Multifamily Finance Super NOFA, a Log In screen will appear.
- Make sure to use the Email Address you used to register as your username, add your password and click on the Log in button.
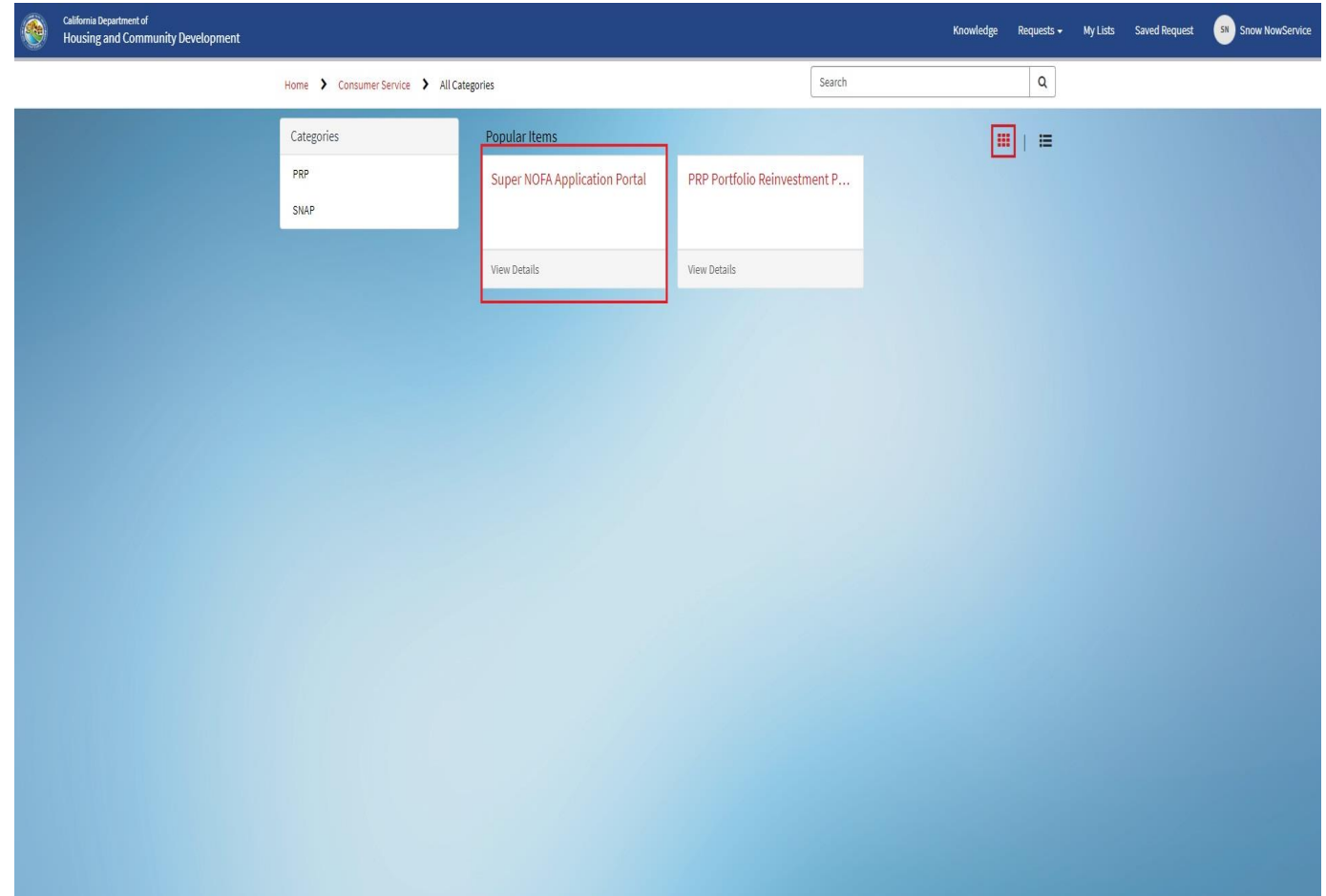
Application Submittal

- Once you login you will be redirected to a blank screen, click on Requests and select the New Request value.
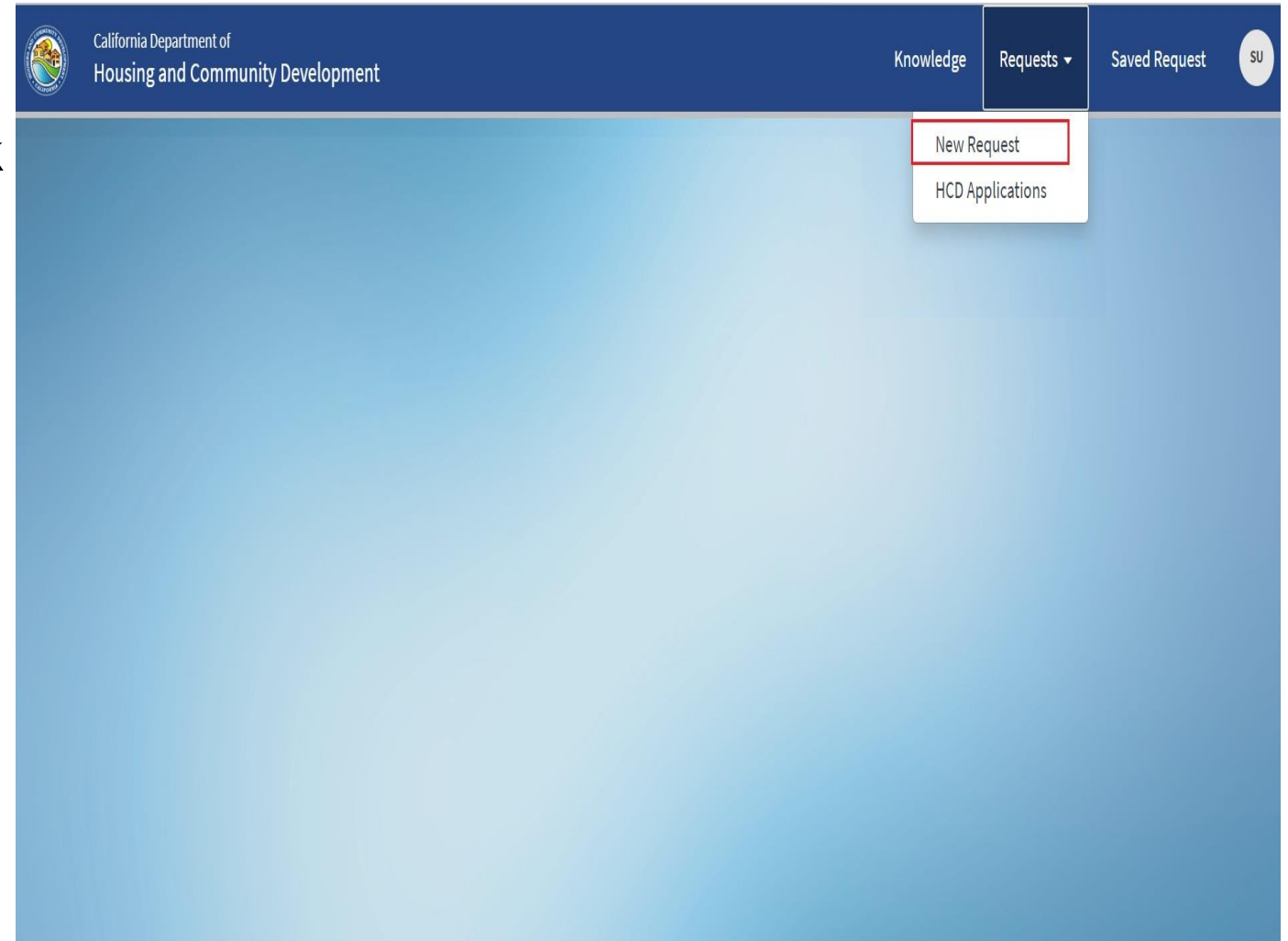
Application Submittal

- After clicking on the Request Something value you will be redirected to this screen. Make sure to click on the Super NOFA Application Portal to start to the SNAP process.

Super NOFA Application Portal Screen

- Once you click on Super NOFA Application Portal you will be redirected to the Super NOFA Application Portal (SNAP) screen.

- All fields that have a red asterisk are required.

- The red boxes to the right side will go away as you enter/select data in the required fields.

Super NOFA Application Portal Instructions

Super NOFA Application Portal Screen

- Once all boxes are gone you can save and continue, which will put your application in a draft state and will redirect you to the next screen.

Submission Details/Attachments/ Activity Screen

- After clicking on the Save & Continue button you will be redirected to the Submission Details/Attachments/ Activity screen. The Project Name, Number, and Requested by will display.

- A Save button is provided so you can save at anytime without submitting the application.

- Cancel Application button allows you to cancel this application.

- Later we will see the Submit Application button, but only after the required sections are completed.

Requests – HCD Applications

- To view the Draft Application, click on the Requests section and select the HCD Applications value.

HCD Applications Screen

- After clicking on the HCD Applications value, you will be able to view your application which displays the Number, Project name, Opened by, Status and Updated.

- You can always go back to your application to continue by clicking on the Number.

- Please note you can have more than one application at a time.

Submission Details Section

- After clicking on the Number from the HCD Applications screen, you will be redirected back to your application where you are able to update your Submission Details information by clicking on this section.

- Making an update and clicking on the Save button at the bottom of the screen will save your information.

Attachments Section

- Clicking on Attachments provides all the sections that contain the file names that may or may not be required depending on the Excel Application Checklist.

- In each section there is an ℹ️ which will provide the file names by clicking on it.

- The sections that have a red asterisk are required, however all file names listed do not have to be attached, only those you are required to submit (from the checklist on the Excel Application) need to be attached.

Attachments – Information Icon

- Clicking on the 🛈 will provide the file names for each section (this is in accordance with the Excel Application Checklist).

- Tool tip, if the 🛈 is too small to see, use your ctrl button and the scroll bar on your mouse to enlarge the screen to see the 🛈 better.

Attachments Search Feature

- In the Attachments section there is a search feature where you can search for a specific file name or section. Once you start typing the information the section will appear.

- To validate you are in right section you can click on the 🛈 to confirm the file name.

- An example in this screen shot shows a search for 02 A, which displays the Main Application Checklist section and contains the file name with 02 Application.

Attachment List

- In this screen shot, the first six sections are displaying. The Main Application and Checklist is required, all other sections are optional.

- Please note since the Main Application and Checklist section is required, all file names listed do not have to be attached, only those you are required to submit (from the checklist on the Excel Application) need to be attached.

Attachment List Continued

- In this screen shot, the next twelve sections are displaying. All sections are optional.

Attachment List Continued

- In this screen shot, the last nine sections are displaying. The Required Additional Reports section is required, all other sections are optional.

- Please note since the Required Additional Reports section is required, all file names listed do not have to be attached, only those you are required to submit (from the checklist on the Excel Application) need to be attached.

Attaching a Document(s)

- When attaching/uploading a file you must click on the paper clip icon 📎 in the section you are uploading your document(s). When you click on the 📎 your files should display.

- You have the option to double click on the file or drag and drop.

- You can add one or more documents at one time.

Uploaded Documents

- After you add your document(s), the file name displays as a link. Clicking the link downloads the file.

- The pencil icon ✏ allows you to edit the file name.

- The ✖ icon allows you to delete the file.

- You will only have these options while the application is in draft mode.

- You can save your documents as you go and come back later to add more.

Submit Application Button

- After you have completed uploading all your documentation including the sections that are required a new Submit Application button displays.

- Please note the Submit Application button will display when the required sections have documents attached. If you do not attach any documentation within the required sections, the Submit Application button will not display.

Application Submittal

- After you click on the Submit Application button the Attachment section no longer gives you the ability to edit or remove a document. And the Save and Submit Application button no longer displays.

- The Submitted On field will update to the day you completed the Application.

Application Submittal

- The Submission Details screen is a view only after the Submit Application button is clicked.

Application Submittal Email Confirmation

- You will receive a confirmation email with day and time of when you submitted your application, with additional information.

- If you don't receive the confirmation email in your inbox, please make sure to check your spam/junk folders.

HCD – Multifamily Super NOFA application confirmation Project ABC - SNAP0000197

HS HCD Services and Funding Portal Development <calhcddev@service-now.com>
To
Fri 5/13/2022 2:34 P

Multifamily Super NOFA Online Application

Hello SNAP User,

Thank you for your interest in the Multifamily Super NOFA. Your application and documentation for Multifamily Super NOFA have been submitted successfully.

Project Name: Project ABC

Project Address: 2020 W El Camino, Sacramento CA 95833, Sacramento 95833

Application Number: SNAP-2022-SNAP0000197

Application Date / Time: 05/13/2022 14:32:55

Please keep your Application Number in the event that you would like a status on your application. If you have any questions, please submit them to: supernofa@hcd.ca.gov

Uploaded Documents:

Main Application and Checklist:
48481 - 1. Document Checklist.xlsx
48481 - 2. Application.xlsm

Sponsor/Applicant 1 Organizational Documents:
48481 - 4a. Spon1 Cert Legal Disclos.pdf
48481 - 4a. Spon1 Cert Legal Disclos_explanation .pdf

Required Additional Reports:
48481 - 60. Amenities Scaled Distance Transit Map.pdf
48481 - 61. Amenities List.pdf
48481 - 61. Amenities Transit Stops.pdf

Activity Screen

- Clicking on the Activity section after you Submit you application will provide the history of when the documents were uploaded and the date the application was created.

- This screen shot shows the first three transactions (please read from bottom up).

Activity Screen Continued

- This screen shot shows the next three transactions from the Activity Screen (please read from bottom up).

California Department of
Housing and Community Development

Knowledge   Requests ▾   Saved Request

SU   SNAP User
2022-05-13 14:32:55

48481 - 61. Amenities List.pdf
159.3 KB

SU   SNAP User
2022-05-13 14:32:55   •   Additional comments

Application submitted.

SU   SNAP User
2022-05-13 14:32:54

48481 - 2. Application.xlsm
1.1 MB

Activity Screen Continued

- This screen shot shows the last three transactions in the Activity Screen (please read from bottom up).

Requests – HCD Applications

- To view the Submitted Application, click on the Requests section and select the HCD Applications value.

HCD Applications

- After clicking on the HCD Applications value, you will be able to view your application which shows the status updated to Submitted and the Updated field displays the day and time you submitted your application.

- You can always go back to your application to continue by clicking on the Number.

Adding Attachments After Application is Submitted

- Documents can be added to a submitted application up until 4:00 p.m. Pacific Daylight Time on June 28, 2022.

- In order to add an additional document(s) click on the Add More Attachments button, which will allow you to upload the document(s).

- Please note once you click on the Add More Attachments button, you will have the same abilities you had when your application was in draft status for the Attachment section.

- When you Submit the Application at this point, you will get a new Confirmation email with the new Date and Time.

Application Submittal Information

- Applications and supporting documentation must be uploaded and submitted

  – No later than 4:00 p.m. Pacific Daylight Time on Tuesday, June 28, 2022

  – Electronic application submittal through the SuperNOFA Application Portal (SNAP)

Application Submittal Information

- Application submission

  – No late applications accepted

- Applications with substantial inconsistencies may result in disqualification

- Applications must meet all eligibility requirements upon submission